

# NORTH CAROLINA HILB EXAM REVIEW PROCEDURES AND NON-DISCLOSURE

## N.C.G.S. State Agency Licensing Boards

### § 93B-8. Examination procedures.

(c) Each applicant who takes an examination given by any occupational licensing board, and does not pass such examination, shall have the privilege to review his examination in the presence of the board or a representative of the board. Except as provided in this subsection, an occupational licensing board shall not be required to disclose the contents of any examination or of any questions which have appeared thereon, or which may appear thereon in the future.

If you fail the exam, you may attend an exam review at any scheduled OSFM Exam Review posted on the web page <https://www.ncosfm.gov/licensing-cert/home-inspector-licensure-board-hilb/hilb-exam-schedule> Bring an original signed copy of this form to the Exam Review with you.

### Purpose of the review

To allow the candidate to review the questions they answered incorrectly and to provide an opportunity for the candidate to explain why they believe the answer they selected is correct. If the candidate feels that there is an error in the question or the answer choices provided, the candidate may challenge the test item by completing the provided Examination Review Sheet. If a candidate chooses to challenge a question, an explanation must be provided. The Exam Review Sheet will be reviewed by Board staff or other subject matter experts (SMEs).

**THIS IS NOT AN EXAM PREP (GROUP STUDY) FOR THE HILB EXAM.**

### Scheduling a review

You must notify Rich Hall in advance by email [rich.hall@ncdoi.gov](mailto:rich.hall@ncdoi.gov) if you want to attend an exam review. You must submit your request no later than 5:00 pm **three (3) business days prior** to the scheduled OSFM exam review date posted on the web page. **Example:** Exam Review Date: 7/11/2022; Last day to schedule: 7/6/2022, 5:00 pm.

### Review Location

See reverse side for directions.

### Review Check-In

The exam review begins at 9:00 am. Arrive no later than 8:45 am.

**Note:** Late arrivals will be granted a review based on arrival time and proctor availability. You may not have the full 2 hours to review. Be early!

You will be required to present a government issued form of ID at check-in. If you do not have a government issued ID, you will not be allowed to review. If you did **not** make an appointment in advance, you will **not** be allowed to participate in an exam review (No walk-ins).

### During the review

**Cell phones and other electronic devices must be turned off and placed in the appropriate basket (except medical), as well as sunglasses and keys.** Nothing else is allowed on the table except a drink. You will be presented with only those questions you incorrectly answered during the examination. You will **not** be given the correct answer. You will **not** be permitted to bring in or remove any notes from the review session. You will have 2 hours to complete your review. If you need to use the restroom, notify the review proctor. If you leave the room without permission, your review will be terminated.

## After your review

Sign the top of the review form. Turn in all paperwork and pencils provided to you. Leave the room quietly and proceed to the 1<sup>st</sup> floor exit. **You will be notified within 30 days whether any credits were applied** to your exam score as a result of your challenge(s).

## Directions

**Visitor parking is permitted in Deck 75, Visitor Lot #2.**

- 359 N Salisbury Street, Raleigh
- Located adjacent to NCDOT Albemarle building.
- **Examinees must pay for parking** (Bills, Coins, Debit Card, MC/Visa).
  - 1st hour - \$2.00
  - Each Additional hour – \$2.00



## Entering the Albemarle Building

**Come to the front entrance of the NCDOT Albemarle Building.** (Located off of Salisbury Street). Let the receptionist know you are attending a Home Inspector Exam Review. They will provide direction. You will be required to go through a checkpoint (no knives, guns, other weapons).

For questions about the examination contact:

**Rich Hall, [rich.hall@ncdot.gov](mailto:rich.hall@ncdot.gov)**

I acknowledge that I have read and understand these instructions and agree not to disclose incorrect responses to exam test items.

**Examinee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Examinee Printed Name** \_\_\_\_\_